

Student Re-Enrollment Plan

A re-enrollment plan shall be completed for every juvenile who is released from the Department of Juvenile Justice's (DJJ) custody who is of school attendance age or is eligible for special education services.

The re-enrollment plan shall include, but not to be limited to:

- student's education history prior to commitment;
- student's educational history while in custody of DJJ;
- student's current status;
- anticipated dates and timelines for scheduled release;
- identification of school placement upon release;
- recommendations for education program and student supports following re-enrollment, and
- contact information for representatives of DJJ, Department of Correctional Education (DCE), the detention home and for the re-enrollment coordinator .

Student Name:

Proposed Release /Court Date:

(determined by Court/DJJ)

I. Student Commitment/Placement Information: (completed by probation/parole officer or detention home education program. Please type or print all information. Within 48 hours of commitment, forward this plan to local school division where student was last enrolled. Where appropriate, a copy of this cover sheet should be included in the commitment packet.)

Student Name: _____

First Name:

Last Name

MI

DOB: _____

Address:

City:

State:

Zip code:

SS#

Date of Commitment/Placement:

DJJ number:

Parent/Guardian Name:

Parent/Guardian Address:

Parent/Guardian Phone Number:

Probation/parole officer:

Phone Number:

Email Address:

Date:

FAX number:

Court Service Unit number:

Address:

Phone number:

Email Address:

FAX number:

Home or Sending School Division:

Last School Attended:

Address:

Contact Person:

Phone Number:

Email Address:

II. Detention Home Information (completed by probation/parole officer)

Name of detention home:

Or name of other facility:

Date of attendance: from to

Detention Home contact:

Phone Number:

Other facility contact:

Phone Number:

Title:

Email Address:

Title:

Email Address:

III. Notification of Request for Record: (Completed by probation/parole officer)

Date requested scholastic record forwarded to Reception & Diagnostic Center:

IV. School Enrollment/History Prior to Commitment: (completed by local school division/school where student last enrolled)

Yes No

— — Enrolled in public school at time of commitment or detainment?

If yes, name of school division:

Name of School:

Address:

Phone Number:

Contact Person:

Phone number:

Email Address:

Last grade attended:

Credits to Date (if applicable and forward transcript):

— — Was the student home schooled? If yes, time period?

— — Was student enrolled in a private school?

If yes, what name of school:

Address:

Phone Number:

— — Had regular school attendance?

— — Was student in special education? If yes, disability?

Date of IEP?_____ Triennial Date?_____

— — Was working towards diploma? Diploma type?_____

— — Was working towards GED?

— — Was in a ISAEP program?

— — Has completed their GED? When? _____

____ Was enrolled in career and technical education program?
____ Program and courses?
____ Did the student drop out of school? If yes, when?
____ Is student currently long-term suspended/expelled?
____ If yes, conditions of suspension/expulsion?
____ Date eligible for readmission? _____

V. Assessments Prior to Commitment (completed by local school division /school where last enrolled)

State Testing Identification Number:

SOL Tests: (taken and passed)

Alternate Tests:

Career and Technical Tests:

Other Assessments:

VI. Notifications of Release:

DJJ Notification of Release Date: _____

(completed by DJJ at least 30 calendar days prior to scheduled release or case review. After DJJ gives notice of scheduled release, the student may not be suspended or expelled from school programs for offenses for which received commitment)

Letter of Pending Release Date: _____

(completed by DCE or detention home superintendent within five (5) business days of notification to Re-enrollment Coordinator and Parents/Guardian)

Receipt of Notification Date: _____

(confirmation by school division within five (5) business days of notification)

VII. Current Student School Information and Enrollment Status While in DCE or Detention (completed by RDC or detention home education program)

School Information:

DCE or Detention Home Education Program:

DCE or Detention Home Education Program Contact:

Email Address:

DCE School or Detention Home Address:

DCE or Detention Home Phone Number:

FAX number:

Receiving School Division:

Address:

Phone Number:

Re-Enrollment Coordinator:

Address:

Phone number:

FAX number:

Email Address:

Assessments:

Student Testing Identification Number:

SOL Tests: list tests taken and results (P or F)

Career and Technical: list tests and results:

Other assessments: list tests and results

Courses Enrolled: (transcript to be sent or attached)

Middle school student:

Grade 6 _____

Grade 7 _____

Grade 8 _____

Secondary School Student: (check where appropriate)

Course	Course	Course
English 9	Earth Science	VA/US History
English 10	Biology	W. Geography
English 11	Chemistry	VA/US Gov't
English 12	Physics	W. Hist. Part I
Algebra I	Health/PE 9	W. Hist. Part II
Algebra II	Health/PE 10	Environmental Science
Geometry	ISAEP:	Elective:
Elective:	Elective:	Elective:
Elective:	Elective:	Elective:

Credits to Date: _____ and/or Clock Hours to Date: _____

Transition Goals (include goals listed in IEP, if applicable):

Student's strengths, preferences, interests and experiences:

Post-secondary education:

- _____ career and technical education
- _____ integrated employment (incl. supported employment)
- _____ continuing and adult education
- _____ adult services
- _____ independent living
- _____ community participation

Post-secondary goals:

- 1.
- 2.
- 3.

Transition services needed for post school activities

- _____ instruction
- _____ community experiences
- _____ development of employment
- _____ development of adult independent living objectives
- _____ acquisition of daily living skills
- _____ functional vocational evaluation

Interagency responsibilities and any linkages, if appropriate:

VIII. Transition Team: (DCE or detention home education program)

<u>Membership</u>	<u>Phone Number</u>	<u>Email Address</u>
DCE or Detention Home principal/lead teacher:		
DCE or Detention Home counselor:		
DCE transition specialist/detention home teacher:		
Juvenile Correctional Center coordinator/counselor:		
Member of IEP team, if applicable:		
Parole officer:		
Re-enrollment coordinator (optional)		
Other: (school division of origin-optional)		
Other:		

IX. DCE or Detention Home Education Recommendations for Preliminary Re-enrollment Plan (completed by transition team)

Educational status upon release: (Transcript to be forwarded to Receiving School Division)

Student is working toward:

- _____ Advanced Studies Diploma
- _____ Standard Diploma
- _____ Modified Standard Diploma
- _____ Eligible for Special Diploma
- _____ GED

Student Achievements/Accomplishments:

- 1.
- 2.
- 3.

Student:

_____ is enrolled in academic courses for credit (schedule attached)
_____ is eligible for special education services
_____ has a current IEP in place
_____ is enrolled in a career and technical program
_____ is in an ISAEP/GED preparation courses
_____ has completed requirements for a high school diploma
Diploma type _____
_____ has completed ISAEP/GED preparation courses
_____ has completed a GED

Recommendations for student's academic program:

Recommendations/comments for support services (i.e., behavioral plan):

Other recommendations:

Date reviewed record and recommendations with student: _____

- X. Forward of Educational Records and Information** (at least 25 calendar days prior to release, DCE or detention home education program will forward school scholastic record and preliminary re-enrollment plan to the re-enrollment coordinator of the receiving school division)

Date records sent to Re-enrollment Coordinator:

Sent by:

Phone Number:

Email Address:

- XI. Re-enrollment Team:**(the receiving school division and if appropriate, consults with IEP team)

Membership

Phone numbers

Email Address

Re-enrollment Coordinator:

Guidance counselor:

SPED Director or designee (if appropriate):

Principal or Asst. Principal:

Parole officer:

Parent/guardian:

Social worker or school psychologist:

Other: (member of transition team-optional)

Other:

- _____ Date of re-enrollment team meeting (within ten (10) business days of receipt of DCE/detention home materials)
- _____ Date of notice of re-enrollment team meeting to parent/guardian and participants (a minimum of one (1) week prior to the meeting)
- _____ Date(s) of Consultation with Student

XII. Re-enrollment Plan (developed by re-enrollment team)

Educational Placement:

School:

Address:

School contact:

Phone number:

Student will work toward:

- _____ Advanced Studies Diploma
- _____ Standard Diploma
- _____ Modified Standard Diploma
- _____ Eligible for Special Diploma
- _____ GED

Student will be enrolled in (courses and schedule attached):

- _____ academic courses for credit
- _____ career and technical education program
- _____ ISAEP/GED preparation courses
- _____ alternative education program (in accord with § 22.1-227.2 Code of Va.)
- _____ homebound services
- _____ other: _____

Recommendations:

For student's academic program:

For support services (i.e., behavioral plan):

Other:

If applicable, student will:

- _____ be monitored to determine need for referral to special education
- _____ be eligible or referred for special education services
- _____ have an updated IEP in effect

Student will receive weekly counseling from _____ to _____.

Location:

Method/Service Delivery:

Schedule:

Contact Person:

Phone Number:

Other support services provided:

_____ **Date copies of final plan sent to student, parent/guardian, transition team and re-enrollment team** (no later than ten (10) calendar days prior to release)

XIII. Re-enrollment of Student into School

_____ **Date of re-enrollment and instruction** (within two (2) school days of release):

_____ **Date of final transcript sent to receiving school division**

Dated 6/13/06